



Application Packet

Human Resources
13065 Orono Parkway
Elk River, MN 55330
July 15, 2015

Police Officer

Thank you for your interest in the Elk River Police Department. We are seeking highly ethical, self-motivated, and community-oriented applicants for two immediate patrol officer positions with a third position anticipated for January of 2016.

The Elk River Police Department is a progressive department serving a growing community of nearly 25,000 residents. Elk River is situated on the northwest edge of the Twin Cities metropolitan area. The department is authorized for 32 sworn officers with significant potential for growth.

Location: 13077 Orono Parkway, Elk River

Pay Rate: Starting pay is \$23.48 per hour. The current pay rate is \$23.48 to \$34.39.

Under the current contract, top patrol pay is reached after three years. The city offers excellent benefits and a Wage Incentive Program for successful participants.

Schedule: Full-time, 80 hours per two-week pay period

Position Summary: Participates in law enforcement efforts that include police and patrol duties, crime prevention and investigation, emergency response, and public assistance.

Requirements: Qualified candidates will have a two-year law enforcement-related degree, a valid full-time POST license or be eligible for licensing by September 18, 2015, first responder certification or the ability to obtain within six months, a valid Minnesota driver's license and good driving record at the time of appointment, and must meet all state-mandated requirements and local policies such as a physical examination and criminal background check.

Preference will be given to candidates with a degree in a law enforcement-related field.

Deadline: Wednesday, July 29, 2015, 5:00 p.m.

A completed City of Elk River application packet is required for consideration.
Submit completed application to:

Elk River City Hall
13065 Orono Parkway
Elk River, MN 55330
Or
hr@ElkRiverMN.gov

If you require a particular accommodation with the application process, please call 763.635.1000.

The City of Elk River is an Equal Opportunity Employer.





City of Elk River Police Officer Position Description

Department/Division: Police		Immediate Supervisor: Police Sergeant	
Pay Grade: Union	FLSA Status: Non-Exempt		Last Updated: 3/2006
Positions Supervised: N/A			
<div>Position Summary The Police Officer works under the direction of the Police Sergeant and under the general direction of the Patrol Captain or the Police Chief. Participates in law enforcement efforts that include police and patrol duties, crime prevention and investigation, emergency response, and public assistance.</div>			

Essential Functions

1. Performs patrol duties.
 - A. Detects and responds to law violations and hazards to public safety.
 - B. Checks business and residential areas for signs of vandalism.
 - C. Maintains high visibility and responds to emergency and non-emergency calls.
 - D. Assists in the resolution of civil disputes or disruptions.
 - E. Maintains good community relations through communication and interaction with citizens and business people.
 - F. Works with department guidelines set out by training, policies, procedures, and performance standards.
2. Performs traffic law enforcement duties.
 - A. Enforces law governing the operation of motor vehicles and their operators and laws relating to bicycle and pedestrian traffic.
 - B. Observes and corrects hazards to motor vehicle and pedestrian traffic.
 - C. Assists disabled or distressed motorists.
 - D. Investigates motor vehicle accidents.
 - E. Works within the framework set down by state statutes, case law and constitutional law.
3. Responds to crime locations/reports.
 - A. Responds to and secures crime scenes; directs other responding units; identifies, obtains, and secures evidence.
 - B. Responds to and takes reports of crimes committed and criminal activity.
 - C. Completes follow-up investigation when possible, interviews witnesses, suspects and others.
 - D. Takes appropriate action regarding the violator such as warning, citation, or arrest.
 - E. Identifies and interviews witnesses, victims, and suspects.
 - F. Prepares crime reports and assists the investigator as needed.
 - G. Assists prosecuting attorneys with the preparation of suit as directed; testifies; and coordinates the appearance of witnesses.

4. Performs administrative activities.
 - A. Assists in maintaining department equipment.
 - B. Compiles reports and statistical law enforcement data as directed.
 - C. Compiles statistical law enforcement data as directed.
 - D. Maintains a good working knowledge of constitutional law, state law, case law, city ordinances, and department policies and procedures to effectively perform the required tasks and duties.
5. Performs other essential job duties.
 - A. Regular and timely work attendance.
 - B. Follows all safety procedures.
 - C. Participates in safety training.

Required Knowledge, Skills, and Abilities

- ☐ Knowledge, skill, and ability to effectively use personal and departmental equipment.
- ☐ Skill to communicate effectively with a variety of groups such as youth, business people, and seniors.
- ☐ Skill in gathering appropriate information through interviewing victims, witnesses, and suspects and contacting other law enforcement agencies.
- ☐ Skill in operating a police vehicle in all kinds of weather conditions and situations.
- ☐ Ability to comprehend and apply federal, state, county, and city criminal, traffic, and other civil laws.
- ☐ Ability to prepare routine reports, case files, and correspondence.
- ☐ Ability to work under adverse conditions.

Minimum Qualifications

- ☐ Two-year law enforcement related degree.
- ☐ Valid full-time POST license or must be eligible to be licensed.
- ☐ First responder certification or ability to obtain within six months.
- ☐ Valid driver's license at application. Valid Minnesota driver's license at time of appointment.
- ☐ Must meet all state-mandated requirements and local policies such as a physical examination and criminal background check.

Preferred Qualifications

- ☐ Bachelor's degree in law enforcement related field.

This Position Description is not intended to be all-inclusive. It is within the City of Elk River's discretion to assign additional duties and responsibilities or remove duties and responsibilities at any time.

This Position Description does not constitute a Contract of Employment.



Police Officer Physical Requirements

Physical Requirement	Frequency
ESSENTIAL	
Standing or Walking	Daily
Sitting	Daily
Bending or Stooping	Daily
Crouching or Kneeling	Daily
Pushing/Pulling	Daily
Repetitive Movements	Daily
Twisting/Turning	Daily
Working in Confined Spaces	Daily
Operating a Vehicle	Daily
Physically Grappling w/Others	Daily
Running	Daily
Lifting Objects Above Shoulder	Weekly or Monthly
Lifting Objects Waist to Shoulder	Daily
Lifting Objects Knee to Waist	Daily
Lifting Objects Floor to Knee	Daily
Carrying Objects	Daily
Exposure to Temperature Extremes	Daily
Use of Weapon or Explosives	Weekly or Monthly
Operation of Telephone/Radio	Daily
Machinery Operation	Daily
Equipment Operation	Daily
Computer/Typewriter Operation	Daily
Requires Good Vision	Daily
Requires Good Color Vision	Daily
Requires Good Night Vision	Daily
Requires Large Motor Skills	Daily
Requires Fine Motor Skills	Daily
Requires Depth Vision	Daily
Requires Peripheral Vision	Daily
Requires Far Vision	Daily
Requires Near Vision	Daily
Requires Good Hearing	Daily
Requires Sense of Smell	Daily
Requires Sense of Touch	Weekly or Monthly
Balancing	Daily
HIGHLY IMPORTANT	
Working at Heights	Weekly or Monthly
Exposure to Irritants/Fumes	Weekly or Monthly
Requires Ability to Taste	Weekly or Monthly
MODERATELY IMPORTANT	
Exposure to Hazardous Chemicals	Rare

***IMPORTANT FACTS ABOUT INFORMATION ON YOUR EMPLOYMENT
APPLICATION***

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd. 2). If you become employed by the City, the data will be available to the Department of Finance, the Internal Revenue Service, and the Social Security Administration for payroll and tax purposes. If you disagree with the data we have about you, notify the Director of Personnel by letter.

<i>Private Data</i>	<i>Why We Ask For It</i>	<i>Are You Legally Obligated To Provide It?</i>	<i>What May Happen If You Don't Provide It</i>
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Date of Birth (when requested on a separate form)	To conduct a check of criminal records for certain positions.	No	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
E-mail Address	To be able to contact you with updates regarding the selection process.	No	You will not receive updates as we progress through the hiring process. All applicants will be notified by postal mail once the process is complete.
Sex, Racial/Ethnic Group, Handicapped Status, Veteran Status (This information is requested on a separate form)	To be able to make Equal Opportunity reports as required by law.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
Conviction Record	To determine whether we may legally accept an application from you and to determine whether your record may be job-related consideration.	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.

***ALL OTHER INFORMATION ON THE APPLICATION IS PUBLIC; THAT IS, IT MAY
BE GIVEN TO ANYONE FOR ANY PURPOSE.***



APPLICATION FOR EMPLOYMENT

13065 Orono Parkway
Elk River, MN 55330
Phone and TDD 763.635.1000
Website: www.ElkRiverMN.gov

The City of Elk River considers applicants for all positions without regard to race, color, creed, religion, sex, age, national origin, sexual orientation, marital status, veteran status, status with regard to public assistance, physical or mental disability, ancestry, genetic information, familial status, membership on local human rights commissions, or any other status protected by state or federal law.

1. Title of specific position for which you are applying		2. Date of Application		3. Date available for work																					
4. Last Name		First Name		Middle Name																					
5. If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes <input type="checkbox"/> No <input type="checkbox"/>																									
6. Street Address		7. City		8. State and Zip																					
9. Residence Phone		10. Business Phone		11. Cell Phone																					
12. E-mail Address																									
13. Employment condition desired: (check one) Regular <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time <input type="checkbox"/>			14. Have you previously been employed by the City? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date _____ Position _____																						
15. If position involves driving, please indicate driver's license number Number _____ State _____ Class _____																									
16. Education. Did you graduate from high school or receive a GED? Yes <input type="checkbox"/> No <input type="checkbox"/> School Attended _____ How many years of education have you had? (circle one) 7 8 9 10 11 12 13 14 15 16 17 18 19 20 Names and locations of colleges, universities, technical schools Did you graduate? Certificate/degree Course of study <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;"></td> <td style="width: 10%;">Yes <input type="checkbox"/></td> <td style="width: 10%;">No <input type="checkbox"/></td> <td style="width: 35%;"></td> </tr> <tr> <td></td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td></td> </tr> </table>							Yes <input type="checkbox"/>	No <input type="checkbox"/>			Yes <input type="checkbox"/>	No <input type="checkbox"/>			Yes <input type="checkbox"/>	No <input type="checkbox"/>			Yes <input type="checkbox"/>	No <input type="checkbox"/>			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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	Yes <input type="checkbox"/>	No <input type="checkbox"/>																							
	Yes <input type="checkbox"/>	No <input type="checkbox"/>																							
17. Relevant current professional memberships, registrations, or licenses. _____ _____ _____																									
18. Job-relevant volunteer and unpaid work experience																									
Kind of volunteer activity (do not specify organization)	Major responsibilities	# Hours per month	Years From	To																					

19. Describe any additional experience or training that qualifies you for this job_____

20. Employment History – List your present or most recent experience first. Attach additional sheets if necessary.

Employer_____	Your Title_____
Type of Business_____	Length of Employment:
Street Address_____	From:_____ To:_____
City, State, Zip_____	Total Years _____
Phone number_____	Hours Per Week _____ Last Salary_____
Supervisor's name_____	Reason for Leaving:_____
Supervisor's title_____	

May we contact this employer? Yes ☐ No ☐ If no, explain_____

Number and type of positions you supervised:_____

Principal Responsibilities - Be Complete:_____

Employer_____	Your Title_____
Type of Business_____	Length of Employment:
Street Address_____	From:_____ To:_____
City, State, Zip_____	Total Years _____
Phone number_____	Hours Per Week _____ Last Salary_____
Supervisor's name_____	Reason for Leaving:_____
Supervisor's title_____	

May we contact this employer? Yes ☐ No ☐ If no, explain_____

Number and type of positions you supervised:_____

Principal Responsibilities - Be Complete:_____

Employer _____ Type of Business _____ Street Address _____ City, State, Zip _____ Phone number _____ Supervisor's name _____ Supervisor's title _____	Your Title _____ Length of Employment: From: _____ To: _____ Total Years _____ Hours Per Week _____ Last Salary _____ Reason for Leaving: _____
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May we contact this employer? Yes ☐ No ☐ If no, explain _____

Number and type of positions you supervised: _____

Principal Responsibilities - Be Complete: _____

Employer _____ Type of Business _____ Street Address _____ City, State, Zip _____ Phone number _____ Supervisor's name _____ Supervisor's title _____	Your Title _____ Length of Employment: From: _____ To: _____ Total Years _____ Hours Per Week _____ Last Salary _____ Reason for Leaving: _____
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May we contact this employer? Yes ☐ No ☐ If no, explain _____

Number and type of positions you supervised: _____

Principal Responsibilities - Be Complete: _____

21. Word Processing/Computer Experience: Number of Years _____

 List Software and hardware you are familiar with _____

CLERICAL APPLICANTS ONLY: Typing Speed _____ WPM

22. Give the names of four people other than relatives who can be contacted regarding your qualifications, work habits and character.

NAME	PRESENT ADDRESS	TELEPHONE	POSITION AND RELATION TO YOUR WORK

Answer this question only if applying for a position within our police or fire departments:

23. Have you ever been required to register as a predatory offender, convicted of a felony, or convicted under a narcotics or controlled substance law? Yes ☐ No ☐

If 'Yes', attach a separate sheet with explanation.

Note to all applicants: All employment offers are conditioned upon the applicant passing a criminal background check. All applicants invited for an interview will be asked to provide the above information at the time of the interview. Convictions are not an automatic bar to employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.

24. If applying for Veterans' Preference points, please answer questions 24 & 25:

Did you serve in the military service of this country and separate under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty? Yes ☐ No ☐

If 'Yes' to #24, are you a permanent resident of the State of Minnesota? Yes ☐ No ☐

If 'Yes' to #24, were you disabled during your service in the military? Yes ☐ No ☐ If yes, you must provide proof of disability.

25. State your qualifications and provide a copy of form DD214. Failure to make the disclosure and to provide form DD214 will make you ineligible for Veterans' Preference.

I have provided my qualifications for receiving Veterans' Preference Yes ☐ No ☐

I have attached a copy of form DD214 to this application Yes ☐ No ☐

26. Where did you hear about this position? _____

SIGNATURE

In connection with this application for employment, I authorize the City of Elk River and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the City of Elk River and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

YES ☐

YES, but not present employer until job is offered ☐

NO (We may be unable to hire you without this information) ☐

I understand that no management official other than the City Administrator, has the authority to make oral or written employment offers for a specified period of time or for specified conditions. I also understand that any document regarding my employment must be in writing and signed by me.

I understand that neither this document nor any offer of employment from the City constitutes an employment contract unless a specified document to that affect is executed by the City Administrator and me in writing. Unless a written document signed by the City Administrator and me is created, then my employment status is that of an employee at will who can quit or be terminated from work at any time for any reason. All City employees are employees at will unless covered by a labor contract or other written agreement.

The City has the right to verify information provided in the application. I certify that the answers given herein (and accompanying resume, if any) are true and complete to the best of my knowledge and I have not omitted any information. I further understand that false, misleading, or omitted information in my application form, interview(s), or resume (if any) may disqualify me for further consideration for employment or result in immediate discharge if discovered at a later date.

DATE

SIGNATURE OF APPLICANT (do not print)



Police Officer Supplemental Application

Please complete the following information and turn in with your application.

We welcome your interest in advancing your career with the City of Elk River. Please furnish us with as complete information as possible so that we may give you full consideration. In addition to this questionnaire, you may attach further information which you believe qualifies you for the position of Police Officer.

Answer all questions. Substitute NA if you do not have the relevant experience or skills. If any information is missing from this questionnaire, your application will be disqualified. Providing false or misleading information or omitting required information in completing the Employment Application or the Supplemental Questionnaire will result in elimination from the selection process or discharge if discovered subsequent to employment.

A copy of your Peace Officer License or a copy of the letter from the MN POST Board confirming your eligibility **MUST** be submitted with your application. If you are not yet POST eligible, include a copy of your Law Enforcement or Criminal Justice degree through a Professional Peace Officer Education program and the date you will be taking the POST test. You must be POST eligible by September 18, 2015. (This means you must have your POST Licensing Exam results back by September 18, 2015.)

Minimum Selection Standards (Per Minnesota Rules 6700.0700)

Are you a citizen of the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Do you possess a valid driver's license and good driving record from Minnesota or another state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If your driver's license is not from Minnesota, would you be able to possess a valid Minnesota driver's license by time of appointment to this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No <div style="text-align: right;"><input type="checkbox"/> NA</div>
--	---

Have you ever been convicted of any of the following offenses:	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

- A felony in this state or in any other state or federal jurisdiction
- An offense in any other state or federal jurisdiction which would have been a felony if committed in Minnesota
- MSS § 609.224 (assault in the 5th degree),
- MSS § 609.2242 (domestic assault),
- MSS § 609.231 (mistreatment of residents or patients),
- MSS § 609.2325 (abuse of a vulnerable adult),
- MSS § 609.233 (neglect of a vulnerable adult),
- MSS § 609.2335 (financial exploitation of a vulnerable adult),
- MSS § 609.234 (failure to report maltreatment of a vulnerable adult),
- MSS § 609.324 (prostitution related prohibited acts),
- MSS § 609.465 (presenting false claims),
- MSS § 609.466 (medical assistance fraud),
- MSS § 609.52 (theft),
- MSS § 609.72, subdivision 3 (disorderly conduct in re a vulnerable adult)
- Any state or federal narcotics or controlled substance law
- Any of the crimes listed in another state or federal jurisdiction, or under a local ordinance that would be a conviction if committed in Minnesota

Additional Minimum Job Requirements

Do you possess a two-year law enforcement related degree? ☐ Yes ☐ No

If yes, list your degree and the school from which it was obtained:

Do you have a MN POST Board Peace Officer License or will you be eligible for a MN POST Board Peace Officer license by September 18, 2015?

A copy of your Peace Officer License or a copy of the letter from the MN POST Board confirming your eligibility **MUST** be submitted with your application. **OR** if you are not yet POST eligible, a copy of your Law Enforcement or Criminal Justice degree through a Professional Peace Officer Education program and the date you will be taking the POST test **MUST** be submitted with your application. You must be POST eligible by September 18, 2015 to be eligible for these positions. (This means you must have your POST Licensing Exam results back by September 18, 2015.)

☐ Yes ☐ No

Are you a certified first responder?

☐ Yes ☐ No

If No, can you become certified within 6 months of appointment?

☐ Yes ☐ No

After reviewing the Position Description and Physical Requirements included in this packet, are you able to safely perform the duties of this position with or without accommodation?

☐ Yes ☐ No

Are you able and willing to work days, nights, weekends, and holidays?

☐ Yes ☐ No

Rejection Criteria

Have you ever been convicted of a gross misdemeanor offense?

☐ Yes ☐ No

Once in the last 5 years or twice ever, have you been convicted of DUI, DWI, BAC over .08, or Implied Consent Test Refusal?

☐ Yes ☐ No

Have you ever been dismissed from employment or resigned in lieu of termination for lying, cheating, or theft?

☐ Yes ☐ No

Background Issues

In the last 3 years, have you been convicted of a misdemeanor offense (including traffic and driver's license convictions)?

☐ Yes ☐ No

Explain:

Have you ever been dismissed from a police agency or resigned in lieu of termination?

☐ Yes ☐ No

Explain:

Have you ever received an undesirable discharge from the military or an honorable discharge that indicated you were not eligible for reenlistment?

☐ Yes ☐ No

Explain:

In the last 3 years, have you had any "At Fault" motor vehicle accidents?

☐ Yes ☐ No

Explain:

Have you ever been subject to disciplinary action by an employer?

☐ Yes ☐ No

Explain:

General Questions

Have you been involved in the Police, Criminal Justice or Public Safety Field either as an employee or as a volunteer?

☐ Yes ☐ No

Check all that apply:

- ☐ Police Intern
- ☐ Police Explorer
- ☐ Police Reserve
- ☐ Community or Public Service Officer (C.S.O. or P.S.O.)
- ☐ Correctional Officer
- ☐ Bailiff or Court Security Officer
- ☐ Juvenile Detention Staff
- ☐ Probation Officer
- ☐ Paramedic
- ☐ Firefighter (FT,PT?)
- ☐ Police Dispatcher
- ☐ Police Officer or Deputy Sheriff

Explain:

Do you have experience with shift work?

☐ Yes ☐ No

Explain:

Do you have customer service or public contact experience?

☐ Yes ☐ No

Explain:

Do you have experience in conflict resolution?

☐ Yes ☐ No

Explain:

Application Summary

Education	Check all that apply
Associates Degree	<input type="checkbox"/>
Bachelor's Degree	<input type="checkbox"/>
Graduate Degree or Police Supervision Program Certificate or Police Command Program Graduate	<input type="checkbox"/>
Training	Check all that apply
Field Training Officer, Firearms Instructor, Use of Force Instructor, or other Certified Police Instructor	<input type="checkbox"/>
D.A.R.E. or G.R.E.A.T. Officer or SRO	<input type="checkbox"/>
Trained in S.F.S.T. and O.P.U.E.	<input type="checkbox"/>
State Certified First Responder, EMT, or Paramedic	<input type="checkbox"/>
Criminal Justice Related Experience	Check all that apply
Police Explorer or Police Intern	<input type="checkbox"/>
2 years or more as a Police Reserve Officer	<input type="checkbox"/>
2 years or more as Bailiff, Court Security, Probation Officer, Juvenile Detention Staff, Correctional Officer, Police Dispatcher, or Paramedic	<input type="checkbox"/>
2 years or more as a CSO/PSO or	<input type="checkbox"/>
1 to 5 years as a licensed Police Officer	<input type="checkbox"/>
More than 5 years as a licensed Police Officer	<input type="checkbox"/>
Other Pertinent Experience	Check all that apply
Current or Prior City of Elk River Volunteer or Employee	<input type="checkbox"/>
Fluent in a Foreign Language or American Sign Language Specify language:	<input type="checkbox"/>
2 years or more as a Security Guard or Loss Prevention	<input type="checkbox"/>
2 years or more as a Supervisor of 2 or more subordinates	<input type="checkbox"/>
Experience in Customer Service or Public Contact	<input type="checkbox"/>
Documented Experience Resolving Conflicts	<input type="checkbox"/>
No Driving Violations or "At Fault" Accidents in past 3 years	<input type="checkbox"/>
Checked "NO" on all of the Background Issues	<input type="checkbox"/>
Submitted Cover Letter and Resume with Application	<input type="checkbox"/>
National Guard, Military Reserve or Honorably Discharged Military Veteran	<input type="checkbox"/>
leave blank >	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> </div>

Essay Questions

On separate paper, answer the following two questions. Your answers must be handwritten in your own hand writing. Limit your answers to no more than one page for each question.

1. Why do you want to work for the Elk River Police Department?
2. Why should we select you for this position?



City of Elk River
13065 Orono Parkway
Elk River, Minnesota 55330
763.635.1000

Tennessen Warning/Waiver of Claims

As an applicant for the position of Police Officer, I have voluntarily supplied data about myself that may be public and/or private in nature. Under Minnesota law the following information about you must be available to any member of the public who requests it: veteran status; relevant test scores; rank on eligibility list; job history; work availability; and education and training. Your name will not be made available to the public unless you are selected to be interviewed by the City.

I authorize the Elk River Police Department to conduct a criminal history background check to include adult and juvenile records and also a search of my driver's license record, as well as any other searches deemed necessary conditional to employment with the City of Elk River.

I understand that, as part of the selection process, I am requested to supply this information. I understand that failure to provide accurate and adequate data may disqualify me from further consideration.

I understand that, even if I am hired for this position, I may be subject to dismissal or other disciplinary action if I have made an intentional effort to provide deceptive or misleading information.

I understand that this data will be kept on file for a period of one year, even if I am not hired for this position. I understand that, if I am hired, this information will remain on file with the City of Elk River.

I further understand that this information will be used by the City to aid in the determination of my relative and/or specific suitability for employment for the position stated above.

Finally, I understand that the data that I have provided may be shared in whole, or in part, by other agencies within the criminal justice system, by other private and public entities, and by other persons for the purpose of conducting a background investigation, and by all individuals in the City who need to know this information.

I, therefore, waive my right to claim and hereby agree to hold harmless the City of Elk River and the Elk River Police Department, and any of its agents or employees for any injury or damage which I may experience as a direct or indirect result of the intended use of this information.

Signed: _____ Date: _____
(Full name of applicant)

Printed: _____
(Full name of applicant)

Address: _____
Street Address City State and Zip

☐ Check here if you are less than 18 years old.

Any other names used in the past: _____

All addresses where you have lived in within the past ten years: _____

Driver's License Number: _____

Witness: _____ Date: _____

Employment Data Record

During application and employment, applicants and employees are treated without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, sexual orientation, or public assistance.

As an employer with an Affirmative Action program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

Please Note: Your cooperation is voluntary. Inclusion or exclusion of any data will not affect any employment decision.

Voluntary Survey – (please print)

Job Applied For: Police Officer

Date: _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of an employee. This data is for statistical analysis with respect to the success of the Affirmative Action program. Submission of this information is voluntary.

Name _____	
Address _____	
City _____	State _____ Zip _____
Check One: Male _____ Female _____	
Check one of the following: (Ethnic Origin) White _____ Hispanic _____ American Indian/Alaskan Native _____ Black _____ Asian/Pacific Islander _____ Other _____	
Check one of the following: Vietnam Era Veteran _____ Disabled Veteran _____ Handicapped _____ Not Applicable _____	